

# Pre-Audit Questions & Uploading Documents

Any Questions?

Contact information is located at the end of this presentation.

#### Intelex Task Notification: Confirmation Letter is Required

noreply@intelex.com

Sent: Thu 9/15/2016 11:33 AM

To: Tony Brigham

#### Hi Tony Brigham.

The audit scheduling process for your company has been initiated and additional information and/or information confirmation is needed. Please use the link below to access the client confirmation letter and complete the preaudit process. We will be notified via email as soon as you have finished the information. Thank you in advance for your time and attention in this request.

- Name of Audit: BRAT-296
  Type of Audit: ASA-100
- Assigned Auditor: Tony Brigham
- · Assigned Administrative Assistant: Tony Brigham
- Audit Date: Thursday, September 08, 2016 12:00:00 AM

When you click on the link below it will bring you to the audit details. There will be a Blue box with a question mark titled "Client Confirmation Instructions" follow the instructions to access the audit. Please click here to access the details of the Audit.

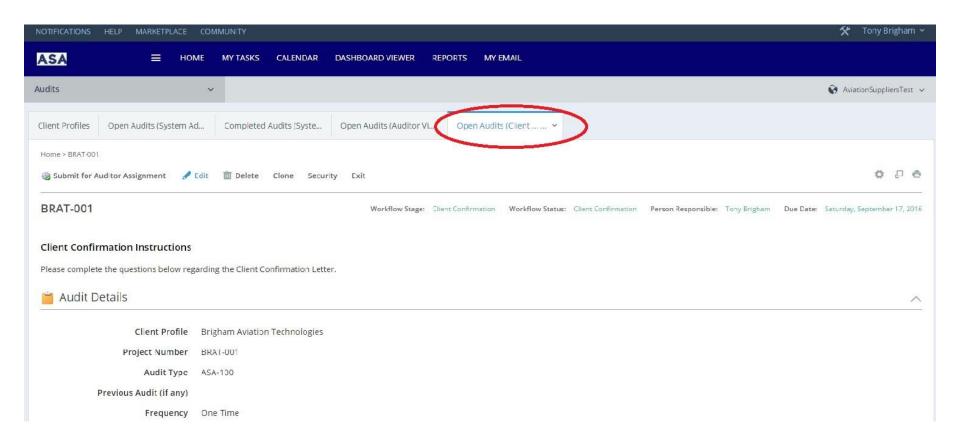
You will receive an email like this.
Click on the link to access the Audit.



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•	The Intelex EHS and Quality
Welcome to the Intelex Client Login!	Community is here!
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Password	0
LOGIN	JOIN NOW
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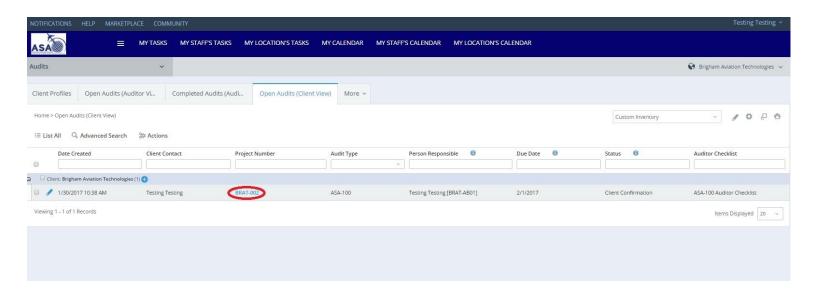
Login to Intelex using the information that you created during registration. If you forget your password, contact ASA and we can reset it for you.





The link will bring you to the Audit Screen. Make sure you are in the Open Audits (Client View) tab.





Select your audit by clicking on the Project Number.

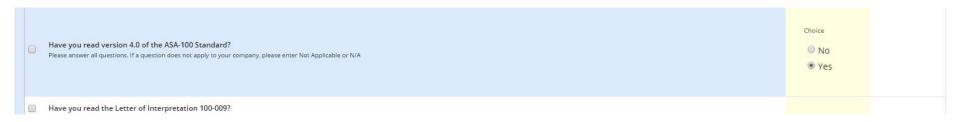


Pre Audit Checklist Questions (Click here to expand/collapse)				/
		Question	Answer	Comments
Θ	0	Section: (empty)(11)		
	0	Have you read version 4.0 of the ASA-100 Standard? Please answer all questions. If a question does not apply to your company, please enter Not Applicable or N/A		
	0	Have you read the Letter of interpretation 100 009?		
		Including the facility being audited, how many locations does your company have? This includes, but is not limited to, sales offices and locations holding inventory of aircraft parts.		
		What are the number of employees per location?		
		Please provide the address(es) of each location.		
	0	How many of the facilities listed above are strictly sales offices without any inventory of aircraft parts? *NOTE - In order to be considered a sales office with no holdings of inventory of aircraft parts, that facility cannot receive any aircraft parts, even if the parts are immediately shipped and not stored.		
	0	Does your company have any additional off-site facilities for company material other than inventory of aircraft parts? †NOTE - Only answer yes for sites not listed above.		
		How many of the facilities listed above receive, accept, or handle inventory of aircraft parts, even if the parts are immediately turned over? *NOTE - If the answer to this question is more than 1, and you would like the additional locations included in the Accreditation Audit, this must be discussed with ASA prior to the audit.		
		Has your company moved within the last 12 months?		
	0	Is your company planning to move in the next 24 months?		
		Have you attached the lates: copy of your Quality Manual?  Please attach a copy of your latest Quality Manual in the Client Documents section below. Title should read as [Company Name] Manual; Rev # (You will not be able to move past this step until manual is uploaded)		
	View	ing 1 - 11 of 11 Fecords	Items Di	splayed 20 v

Check to make sure the Audit Details are correct and scroll down to the Pre-Audit Checklist Questions.

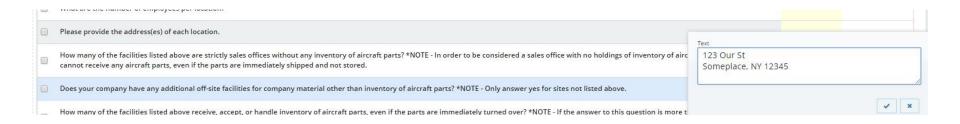
Click on the Yellow Answer column next to a question to answer. There are different types of questions.





Multiple Choice – click the circle next to your answer





Text – Enter answer into text box.

Click the check mark to save answer.

Click the x to cancel.





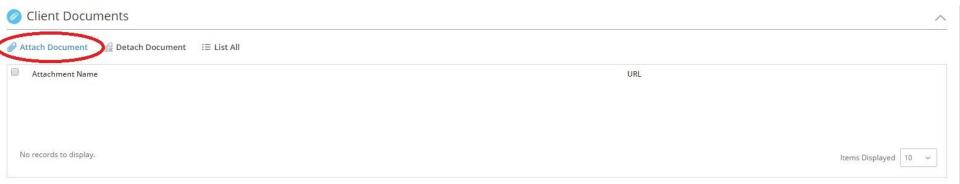
You can add comments by clicking on the white comment column next to the answers.



Have you attached the latest copy of your Quality Manual?  Please attach a copy of your latest Quality Manual in the Client Documents section below. Title should read as [Company Name] Manual; Rev # (You will not be able to move past this step until manual is uploaded)	
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Client Documents	

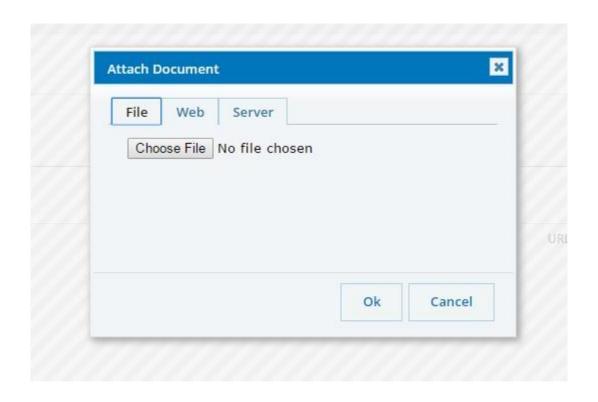
To upload your Quality Manual or other documents, scroll down to Client Documents and click on either the down arrow or the title.





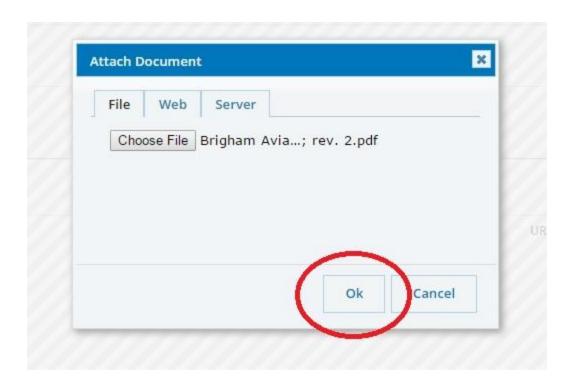
Click Attach Document



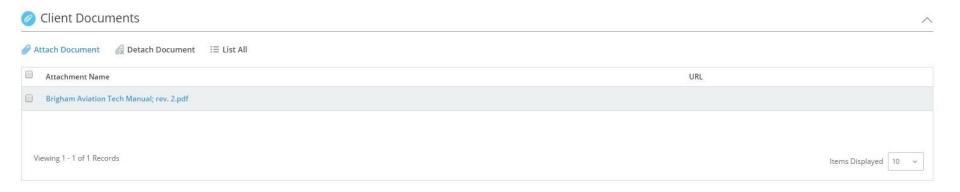


Click Choose File to browse your computer for the document that you want to upload.



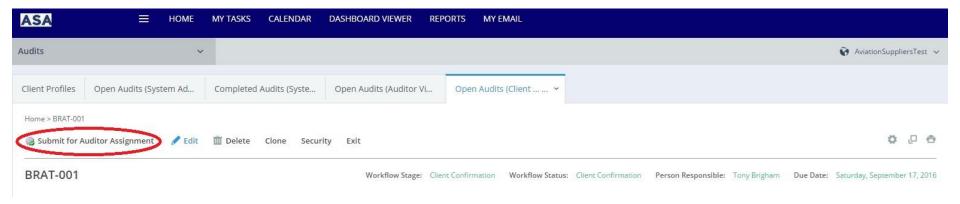


Click Ok when finished



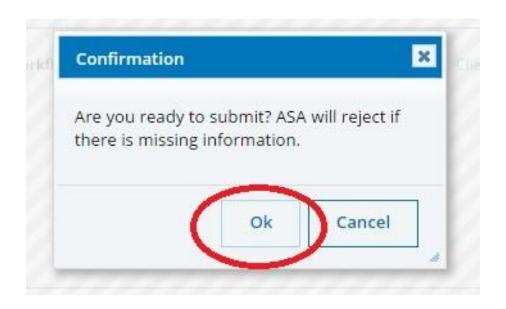
Once the document is uploaded correctly it will appear like this. If you make a mistake, check the box next to the document's name and click Detach Document to remove it.





Scroll back to the top and click Submit for Auditor Assignment when finished.





Confirm that you are ready to submit. If ASA determines that the information that you provided is not sufficient, You will receive an email that will bring you back to clarify.

ASA is here to support you!

If you have any questions, contact us by email at auditservices@aviationsuppliers.org